



Data Update Instructions

What is the Data Update Utility and how does it work?

The data update utility allows you to download the most current HUD program information for use with your Community 2020 Planning Software. All you need to do is specify the geographic location and the program(s) you are interested in. Once you have the files loaded onto your PC, you will be able to access them through the HUD Map Library.

NOTE:

You should understand that when using the data update utility you will only be able to open maps with the updated program data for the Marker you specify in Step 3 (creating your cutout). For example, if you download data for the City (or County) of Los Angeles, you will not be able to open a map containing updated program data that shows areas outside of Los Angeles City or County.

Also be aware that the larger the area you choose to cutout, the longer it will take the utility to download because of the larger amount of data to be processed.

If you need updated data for more than one area, you can run the data update utility any number of times and store the files in separate cutout directories.

How to Access the Community 2020 Data Update Page on the Internet

You can go to the Community 2020 Data Updates page on the HUD Web page by entering the following URL:

<http://www.hud.gov/cpd/2020dat1.html>

then scrolling down to the third paragraph, where it says “Community 2020 Data Updates”, and hitting “Click Here”.

Step 1: Enter a Location to Search for Markers

A Marker defines a search area and corresponds to the markers used in Community 2020 to name and save map locations.

This step asks you to choose an area that you are interested in as a starting point. Our screen shots use Newton, Massachusetts as an example.

ENTER EITHER...

- an address (street, City and State);
- a zip code;
- a City and State;
- a County and State;
- a State.

Click “Search”, if satisfied, or “Reset” if you want to start over or stop altogether.

When you click Search, that location is found and shown on a map.

Enter an ADDRESS, TOWN or COUNTY to Search	
<p><u>Address</u> <i>(include either City & State or ZIP Code - omit address to zoom map to a city or ZIP code area)</i></p> <p>Street Address: <input type="text"/></p> <p>City & State: <input type="text" value="Newton"/> <input type="text" value="MA"/></p> <p>ZIP Code: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p>	<p><u>County</u></p> <p>County: <input type="text"/></p> <p>State: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset"/></p>

Step 2: Adjust Your Location by Using the Map Tools

This step lets you zoom in or out to focus on smaller or larger areas, or choose a new site that will become the center point on the map in the screen.

IF...

- you can even partially see the location you want on the map, you are “done”. Proceed to the next step by clicking “SEARCH FOR MARKERS” at the top of the screen.
- you cannot see the area that you want, but believe it to be next to the area you are looking at, click on “Zoom Out”, then click on the name of the area you want to see.

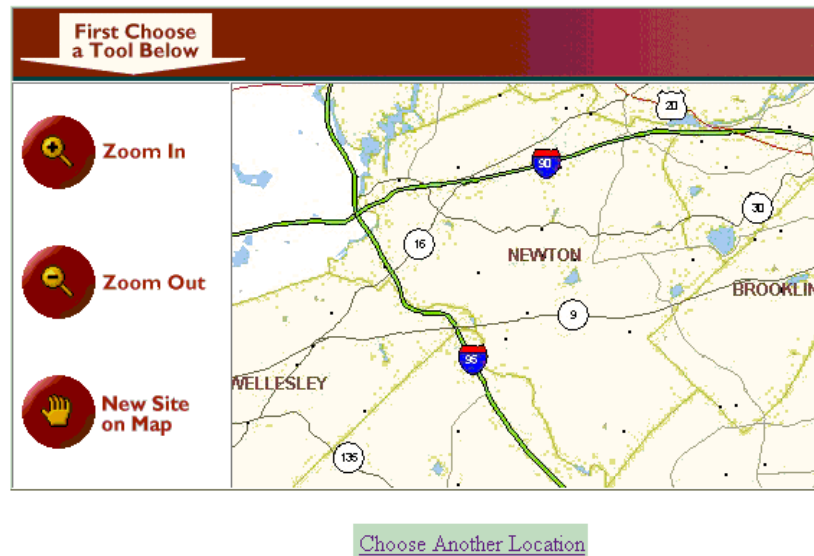
The map will redraw showing twice as much area. If you still cannot see your area of interest, click “Zoom Out” again. Once you can see your area, proceed to the next step by clicking “SEARCH FOR MARKERS” at the top.

- you cannot see the area you want, and would like to return to the previous screen, click on “Choose Another Location” at the bottom and it will return you to Step 1 (allowing you to choose another area to cut out.)

Step 2. Adjust Your Location by Using the Map Tools

When you are Done

SEARCH FOR MARKERS



“Zoom In “ and “Zoom Out” buttons each change the scale of the map by presenting a closer or wider view, respectively, of the selected area.

Clicking on “New Site on Map” allows you to re-center it by clicking once more on the place name in the map.

Step 3: Choose A Marker from the List Below

You can now choose a marker (map area) from a list built from the original selection you made above. Click on the marker of your choice.

Remember that you will only be able to open maps with updated data for the location you select from this list (your marker). For example, if you select Suffolk County, Massachusetts, you will be able to open updated maps for Suffolk and any areas inside Suffolk, but you will receive an error message if you attempt to open a map outside of the county.

IF...

- you see your area of interest in the list of markers, click on that link. The update utility automatically takes you to the next step.
- you do not see your area of interest in the list of markers, click on “Choose Another Location” at the bottom of the screen and you will return to Step 1.

Step 3. Choose A Marker from the List Below

MARKER NAME	TYPE
Map Window	--
Newton MA	Town/City
Wellesley MA	Town/City
Needham MA	Town/City
Boston MA	Town/City
Brookline MA	Town/City
Eliot MA	Town/City
Middlesex MA	County
Norfolk MA	County
Suffolk MA	County
Massachusetts	State
MA District 4	Congressional District
MA District 7	Congressional District
MA District 9	Congressional District
MA District 8	Congressional District



[Choose Another Location](#) [Adjust the Map](#)

The HUD program activities that you download will be selected from those inside the rectangular map window that first appears, or from within the rectangle that encloses one of the other areas on the list.

Step 4: Choose One or More Data Sets to Include in the Data Package

Choose the data set(s) you'd like to update. The list shows all the programs that have activities within your marker.

The map changes to the area you selected in the previous step. The list shows all the programs that have activities within the map you are viewing. There is an entry for each year for which program data are available, and you can see when the data were last updated.

IF...

- your area of interest is shown completely on the map, place a check next to each set of program data you would like to download and click “CREATE CUTOUT” at the bottom of the screen.
- your area of interest is NOT shown completely on the map, click on “Choose Another Marker” to return to the previous step, and choose a larger marker. For example, if you first chose a city, choose a county or a Congressional District instead.

Step 4. Choose One or More Data Sets to Include in the Data Package

Program	Year	Last Updated
<input type="checkbox"/> CPD Entitlement	1997	2/19/99
<input type="checkbox"/> CPD Entitlement	1998	2/19/99
<input type="checkbox"/> SNAPS	1997	1/4/99
<input type="checkbox"/> Public Housing	1998	12/25/98
<input type="checkbox"/> Multi-Family Housing	1997	6/26/98
<input type="checkbox"/> Multi-Family Housing	1998	12/18/98
<input type="checkbox"/> Single-Family Housing Title I	1998	6/17/99
<input type="checkbox"/> Single-Family Housing Title II	1998	9/22/98
<input type="checkbox"/> Hospital Mortgage Insurance	1998	4/5/99

CREATE CUTOUT



[Choose Another Location](#)

[Choose Another Marker](#)

Step 5: Please Wait While the Server Prepares the Data Package...

This step keeps you posted as the update utility searches HUD’s master database for the data set(s) that you have chosen, then goes automatically to Step 6.

Note:

This is the most computer-intensive part of the whole process, and it is at this point that delays may occur, depending on the size of the data sets requested and the number of simultaneous “hits” by different users. If the utility is busy, please wait 2 or 3 minutes and try again.

Step 6: Download the Data Package

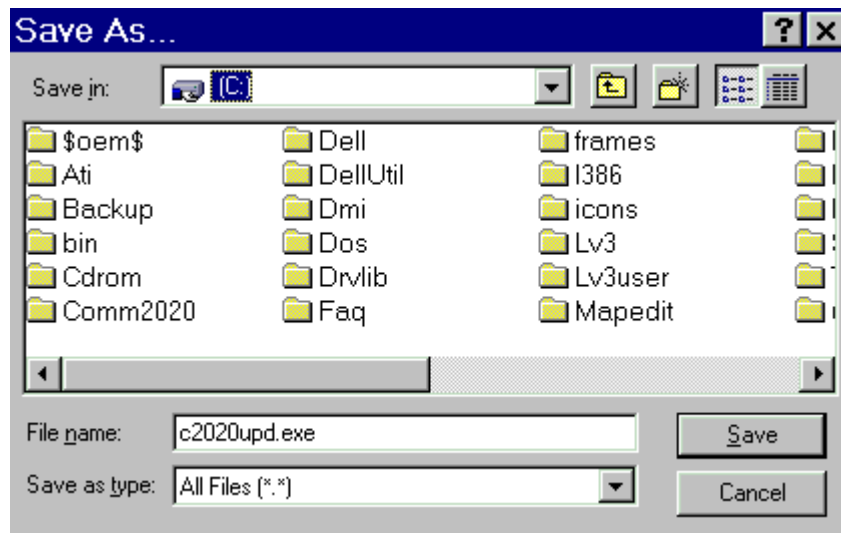
The update utility has now completed the data cutout.

In this step, just click the “Download the Package ‘C2020upd.exe’ ” link to have that self-extracting data archive downloaded to your hard drive.

As before, you can go back to previous steps to change the data you will download.

- If you want to change the chosen programs, you can click “Choose Other Programs” to go back to Step 4.
- If you would rather use another marker, you can click “Choose Another Marker” to go back to Step 3.
- If the location is still not what you wanted, you can click “Choose Another Location” to go back to Step 1.

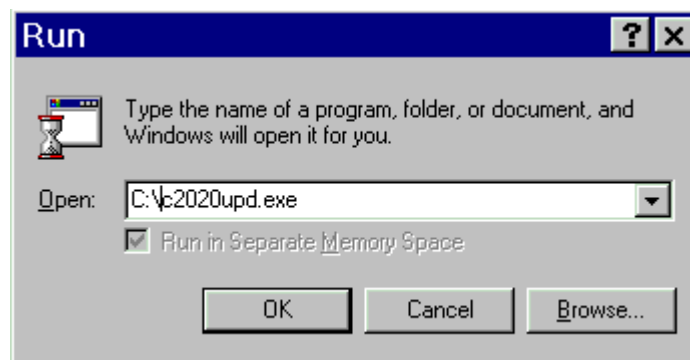
Next, download the file **c2020upd.exe** to your **C:** directory or to a folder where you will be able to find it once you go into the Community 2020 Software. Do not rename the download file. *Don't forget where you've told the software to store the file. Write it down if need be!*



Minimize or close your Internet browser.

Step 7: Run c2020upd.exe.

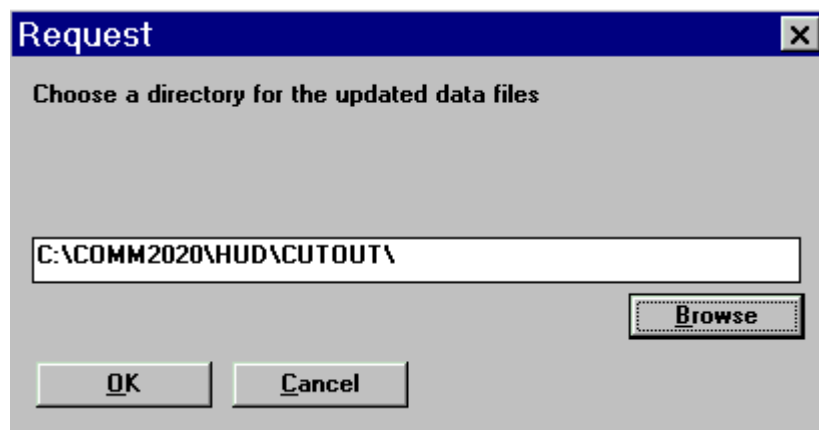
Click on your Start button (for Windows 95, 98, NT) and select **Run**. If you placed the downloaded file on C:\, type in **C:\c2020upd.exe**. If you placed it in another folder, click “Browse” and find where you downloaded the file, click on the file and click “Open”. When your Run dialog box looks like the one below, click “OK”.



Screenshot A

The c2020upd.exe program is a simple self-extracting compressed file that will automatically copy its contents into a directory you specify. You should place the files in the cutout directory located in the Comm2020\Hud folder, or create another of your choosing.

When prompted to **Choose a Directory** for the updated files, click “Browse”. Find your Comm2020 folder. In most cases, it is located on your C:\ drive. Click on the folder to select it (after selected, it will be highlighted), and click “OK”. Find the HUD subfolder, click on it, and click “OK”. Find the **Cutout** subfolder, click on it, and click “OK”. Your screen should now look similar to the dialog box below. Click “OK” to continue.



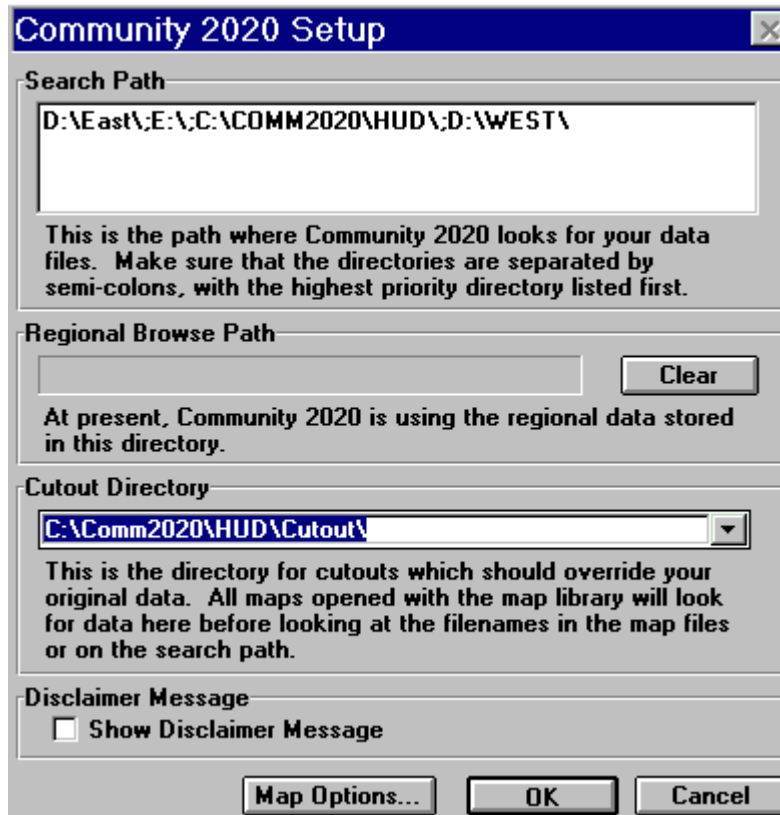
Screenshot B

The software will copy the downloaded program files into the cutout directory. When finished, the software displays a message on where to find more direction on cutouts. Click “OK” to exit the program.

Next, you will have to tell the Community 2020 Software where these new updated files are located. You will do this using the HUD Setup tool after you open Community 2020.

Step 8: Configure the 2020 Cutout Directory

Open Community 2020 Planning Software. Click on **HUD** in the Main Menu, and select **Setup** from the drop down menu. The third section in the resulting dialog box (seen below) contains a section called Cutout Directory. Read the text in that section. Click on the drop down menu in the Cutout Directory section and select **New.... Type** in the file path to the cutout folder, C:\Comm2020\Hud\Cutout. Notice that this path is the same as in Screenshot B shown above.



Screenshot C

Click “OK” to continue.

You are now ready to view the updated data in maps opened through the Map Library. The software also knows to access this cutout folder when running queries with the HUD Program Query Builder.

Step 9: Use the Map Library to View the Updated Maps

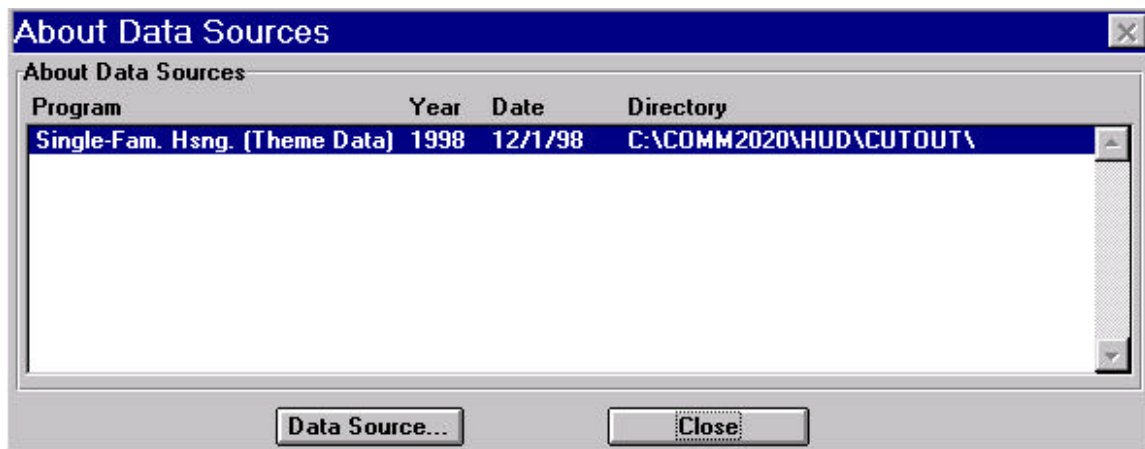
Open the Map Library using either the Map Library tool located on the HUD toolbar or the top left icon in the HUD toolbox. Select the same marker you chose to download the updated data.

Note:

You will first need to re-set your Home Marker to coincide with the marker you chose in the update utility. If you forget, and you had been previously working in another area in Community 2020, and now choose “Other Location” in the top window of your Map Library, you will get an error message.

Depending on which data set(s) you downloaded, select the appropriate map category and map. In this example, Multi-Family Housing data was downloaded. Therefore, select Housing Program Maps as the Map Category, choose any map listed, and choose the latest year available.

Click on the **About** button located at the bottom of the Map Library. This will bring up a dialog box listing the location of each data set. You will see that the software is accessing the **C:\Comm2020\Hud\Cutout** folder to create this map.



Click “Close” to return to the Map Library. Click “OK” to view the map.

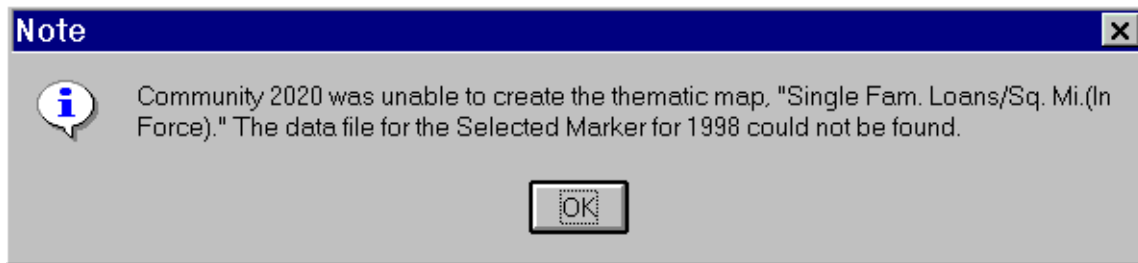
Click on the **HUD Map Library** tool again to return to the Map Library.

Under “Choose a Location to Display”, choose a marker larger than the one you used in the download.

Click on the **About** button at the bottom of the Map Library. The software should list no data available. This means the "Location to Display" you have selected in the Map Library contains geography that lies outside the marker you used during the cutout process. The software is saying it did not cut out program data for the area you selected.

Close the **About Data Sources** box.

Click “OK” at the bottom of the Map Library to try and open the map. You should receive the message that appears in the following screen shot.



The key to understanding this message lies in the phrase *specified marker*. The software will not open a map that calls for the updated data unless the map you are opening is of the same area for which you just cut out the data.

Good luck using your data updates. Please let us know how the process has worked for you and if there are ways we can improve it.

Comments and/or suggestions may be addressed to Dick Burk
(Richard_Burk@HUD.gov).

As always, for help in working through technical problems associated either with the data cutout process or Community 2020 in general, contact either the HUD Help Desk (for HUD employees) at 202/708-3300, ext. 8, or the Community Connections Help Desk (for non-HUD employees) at 1/800/998-9999.